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UNCLAS SECTION 01 OF 02 MADRID 004734

SIPDIS

FOR EUR/EX/PER-MARIE PYLE AND EUR/WE

E.O. 12958: N/A

TAGS: [APER](#) [AMGT](#) [ASEC](#) [SP](#)

SUBJECT: SUMMER 2005 INTERN PROGRAM

REF: STATE 226432

**¶1.** In response to REFTEL, Spain wishes to participate in the Summer 2005 Intern Program.

**¶2.** Pertinent data is outlined below in the order requested:

**¶A.** Number of interns requested:

Embassy Madrid - eight - one for the Economic Section, one for the Political Section, two for the Management Section, two for Public Affairs and two for the Consular Section.

Consulate General Barcelona -one for Political/Economic Affairs.

**¶B.** A 3/3 level of Spanish is required for all interns except for the IM/MGT intern for whom Spanish is preferable but not required. Barcelona requires fluency. All interns are required to work a full time 40 hour/week schedule.

**¶C.** Other special selection criteria: The Economic Section intern should have studies related to Economics, Finance, Spanish or European affairs. It is preferred for the Public Affairs Cultural Affairs intern to have previous study/living in Spain. The Consular Section interns will be working with the public and must be able to work full time. Barcelona prefers that its Political/Economic Affairs intern have a background in economics, politics or international relations.

**¶D.** Sections of assignment:

Embassy Madrid - Economic, Political, Management, Public Affairs and Consular Sections.

Consulate General Barcelona - Political/Economic Affairs

**¶E.** Name and title post intern contact:

Madrid -Jose Salces, Human Resources Specialist  
Telephone: 011-34-91-587-2328, fax 011-34-91-587-2229  
E-mail address: [salcesj@state.gov](mailto:salcesj@state.gov)

Barcelona - Josefina Guitart, Administrative Assistant  
Telephone: 011-34-93-675-4285, fax 011-34-93-205-7764  
E-mail address: [guitartj@state.gov](mailto:guitartj@state.gov)

**¶F.** Specific duties/projects:

MADRID:

Economic Section - work on issues related to the E.U. Draft/write reports, cables and correspondence, and take notes during official meetings. Will be invited to meetings, representational events and outside lectures.

Political Section - help update the annual human rights report and work on other political topics/projects.

Management Section - One intern will be assigned to the Information Management (IM) section. The intern will help implement an improved quality management program by assisting unit managers in drafting quality service manuals and operational procedures and policies documentation which are compatible with guidelines set forth in ISO 9000 publications relating to acceptable information technology industry standards. The other intern will assist various management subsections with a variety of projects. Some of these are: conduct a comprehensive analysis of privileges and immunities for USDH employees. Evaluate space allocations and use in the chancery. Analyze work processes and draft SOPs. Review and revise Management policy notices. Update web design.

Public Affairs - The intern assigned to the Media

Relations Office will be asked to do regular press work consisting of press releases, media reaction, reading the newspapers and selecting clips and regular office duties. The intern in the Cultural Affairs Office will do regular cultural related work: research through internet, help on special programs, updating of lists and regular office duties.

Consular Section - while working in the Visa Units and the American Citizen Services Unit, the interns will screen and provide visa information to applicants and provide assistance and information to American citizens abroad. Interns will also work on special projects such as evaluating and coordinating public information disseminated through embassy and State Department web sites, printed material and caller information services.

#### BARCELONA

Political/Economic Affairs - intern will be responsible for gathering economic and political data for both regular and occasional reports. Will assist with quarterly economic reports, compilation of biographical data, etc. Intern will also review various news sources (Aragon, Balearic Islands, Andorra, etc.) and gather information as necessary.

1G. Housing: Madrid and Barcelona cannot repeat cannot provide housing. Estimate of living expenses is as follows: meals and incidentals are similar to Washington, D.C. Lodging expenses can vary from 450 U.S. dollars/month if an adequate room is found in a family home to 2,800 U.S. dollars/month for a fully furnished apartment in the city. Please note that it is difficult to rent a moderately priced apartment in the city for a less than a six-month period.

1H. Visa requirements: none for a stay of less than ninety days. If an intern is coming to Spain also to study, a student visa should be obtained from the Spanish Embassy or Consulates in the U.S.

13. Thank you very much for your assistance. Manzanares